



Department of Energy

Environmental Management
Consolidated Business Center
250 East 5th Street, Suite 500
Cincinnati, Ohio 45202
(513) 246-0500

December 10, 2015

EMCBC-00071-16

To: Interested Small Business Offerors

ENVIRONMENTAL MANAGEMENT HEADQUARTERS INFORMATION TECHNOLOGY SERVICES FINAL REQUEST FOR PROPOSAL NOTICE

This letter hereby serves as the official notice to prospective Offerors that the U.S. Department of Energy (DOE) is releasing the Final Request for Proposal (RFP) DE-SOL-0007872 for the Environmental Management (EM) Headquarters (HQ) Information Technology (IT) Services procurement through its Environmental Management Consolidated Business Center (EMCBC).

Notice is hereby given that effective immediately a communications blackout is imposed for this procurement. Communications (either formally or informally) between any prospective Offeror and DOE employees regarding any aspects of this procurement is prohibited unless in accordance with the terms of the RFP (e.g., pursuant to provision L.16, Questions Concerning this Solicitation). This does not preclude interactions with incumbent Contractor personnel required in the normal conduct of business pursuant to the incumbent's existing contract. The blackout period will remain in effect until Contractor selection is publicly announced.

Background

On August 14, 2015, DOE issued RFP DE-SOL-0007872 in its draft form to facilitate interested parties' understanding of the Government's requirements and to provide interested parties with the opportunity to submit comments and provide feedback pertaining to the Draft RFP. DOE held one-on-one sessions with industry from August 26 through August 28, 2015. DOE carefully considered all comments received on the Draft RFP and made changes to the Final RFP it believed were necessary; the Final RFP is the result of these and other changes.

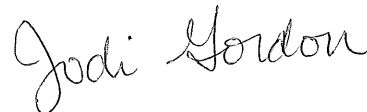
Important Notes

1. **It is imperative that prospective Offerors read and comply with the Final RFP (and any accompanying amendments, if issued). DO NOT rely on the previously posted Draft RFP in preparation and submission of offers as there have been numerous changes to the entire solicitation, including, but not limited to, the model contract, proposal preparation and submission requirements, and the evaluation criteria and methodology. Due to the large number of edits and changes, it is not practical to summarize each in this cover page. Again, Offerors shall only rely on the Final RFP documents (and any accompanying amendments, if issued) and not the previously posted Draft RFP in preparation and submission of their offer.**
2. Information regarding the acquisition can be found at: https://www.emcbc.doe.gov/SEB/EM_HQ_IT_Services/. Interested parties are requested to refer to this website for all future announcements and postings throughout the procurement process. All news/announcements, documents (including the Final RFP), questions/answers and other pertinent information will be posted to the above listed webpage. The Final RFP will also be posted to the FedConnect website at www.fedconnect.net and the Federal Business Opportunities (FBO) website at www.fbo.gov.
3. Tracked change RFP versions have been provided for all previously posted DRFP Sections, with the exception of Section B, which will not be provided as it has wholesale changes.
4. RFP Section L contains important information on proposal preparation. RFP Section M sets forth the evaluation criteria and method for award.
5. The Government intends to award the contract resulting from this solicitation without discussions. See Section L provision 52.215-1, Instructions to Offerors – Competitive Acquisition (Jan 2004). To facilitate this process, we would like to avoid situations where proposals include substantive exceptions to the proposed contract terms and conditions, which might be unacceptable to the Government and, therefore, preclude award. The resolution of any exceptions to the proposed contract terms and conditions prior to receipt of proposals will aid the Government in its intention to award without discussions and thus streamline the procurement process. Please reference Section L provision L.16, Questions Concerning this Solicitation, and M.1, Introduction/Evaluation of Proposals.
6. The HQ IT Services procurement will be conducted as a competitive total small business set-aside under NAICS code 518210, *Data Processing, Hosting, and Related Services* with a size standard of \$32.5M (annual receipts).
7. Section L provision L.23, Time, Date, and Place Offers and Proposal Information Are Due, contains the proposal due date and delivery requirements.
8. Please follow the instructions in Section L provision L.15 Intention to Propose.

9. Please utilize the enclosed "Comment Table Format" when submitting any questions in accordance with Section L provision L.16, Questions Concerning this Solicitation.
10. Reference Material has been provided for this procurement. Reference RFP Section L provision L.24, Proposal Preparation Instructions – General (b) Reference Material.
11. Section L provision L.24 Proposal Preparation Instructions - General, includes specific page format requirements and L.26 Proposal Preparation Instructions – Volume II, Technical Proposal specifies the page limitations. **PAGES SUBMITTED IN EXCESS OF THE LIMITATIONS SPECIFIED IN THESE PROVISIONS WILL NOT BE EVALUATED BY THE GOVERNMENT.**
12. Section L provision L.27 Proposal Preparation Instructions – Volume III, Price Proposal – Pay close attention to the sentence added, "Additionally, Offerors shall provide a written narrative explaining how it will meet or exceed the FAR Part 9,104-1(a) requirement" and submit this information accordingly.
13. DOE will post any amendments issued to the Final RFP, responses to questions, and other official communications from the Contracting Officer in the same manner this Final RFP is being posted.

In order to further the Government's policy of maximizing electronic commerce, electronic media will be the primary method of communication regarding this procurement. The Final RFP, any amendments issued, responses to questions received from prospective Offerors, and other official communications from the Government will be posted in the same manner as this Final RFP. Prospective Offerors shall be responsible for reviewing the acquisition website regularly for information, notices, and updates regarding the Final RFP.

The Government intends to answer any questions pertaining to the Final RFP as thoroughly and efficiently as possible, and we look forward to receiving your proposals in response to the Final RFP.



Jodi Gordon
Contracting Officer

Enclosures:

1. Comment Table Format
2. Final RFP DE-SOL-0007872 (see Final RFP Tab on EMCBC website)

Comment Table for Final Request for Proposal (RFP) No. DE-SOL-0007872**EM HQ IT Services**

No.	RFP Section/Sub Section	Subject Title	Page Number	Comment/Question
N/A	L.35(b)	N/A	L-25	Example of annotating section and page.
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